



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EMERGENCY MANAGEMENT DUTY OFFICER

Job Number: 20000619

Job Code: 21130V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Receives notification and coordinates services and resources for state and local agencies responding to technological or natural disasters and emergencies statewide. Serves as the initial contact for the Kentucky Emergency Operations Center; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have one year of experience in law enforcement, fire fighting, emergency medical technician experience, operation of communication equipment or in emergency response operations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provide notification of severe weather to the public and/or local officials. Serve as the focal point for all responses of hazardous materials incidents. Support emergency communications and paging requirements for Emergency Management staff, Fire Marshal's Office, Natural Resources and Environmental Protection Cabinet and other state agencies. Conduct tests and activate electronic and digital equipment for the state warning system including the Bluegrass Alert and Notification System. Uses guidelines to coordinate incidents or emergencies. Tracks radiological shipments both by rail and highway utilizing an automated system. Receive, interview and record all incidents reported to the State Emergency Operations Center. Prepares reports and briefings for senior emergency management staff as well as other state agency representatives on incidents. Assists in maintaining the incident database. Participates in training and exercises. Learns to operate various specialized operating systems.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a secure situation room. High levels of stress may be encountered. Must be available to work a rotating shift and work alone during nights and weekends.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.